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MINUTES

OF THE

CIA CAREER COUNCIL

4th Meeting, 21 October 1954, at 4:00 P. M.
DCI Conference Room, Administration Building

| | | |
|----------|-----------------------|---------------------------------|
| Present: | | AD/P, Chairman |
| 25X1A9A | | Alternate for DTR, Member |
| | Lyman B. Kirkpatrick, | IG, Member |
| 25X1A9A | | AD/C, Member |
| 25X1A9A | Lawrence K. White, | DD/A, Member |
| | | Alternate for DD/I, Member |
| 25X1A9A | | Alternate for DD/P, Member |
| | | Executive Secretary |
| | | Jr., Office of Personnel, Guest |
| | | Reporter |

1. The minutes of the third meeting of the Career Council were approved as distributed.

2. The first item considered by the Council was the memorandum from the DD/A regarding creation of a DD/A Clerical Career Service. There was a discussion of the relative merits of an Agency-wide Clerical Career Service, and of the desirability of providing opportunity for advancement by providing a broader choice of progression for clerical personnel. It was decided to approve the DD/A proposal to establish its own Clerical Career Service.

3. The next subject for discussion was that of the requirement of Career Staff membership for external trainees. Mr. [] reviewed the background of the current policy whereby, in general, Career Staff membership is considered as a prerequisite to Agency sponsored external training. He stated that OTR, in an effort to formalize this policy, had circulated a proposed policy statement to Training Liaison Officers which in certain cases had elicited adverse comment. The Council reiterated its earlier recommendations in this area and, in addition, stated that any policy on this subject should be so formulated as to assure a minimum expenditure of Agency funds for training of persons who do not have long-range career intentions, and for training that is not of direct benefit to the Agency. OTR was requested to produce a policy statement on this subject and to channel it through the regular Agency coordinating machinery before bringing it back to the Council for final approval.

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4. The amendment to Regulation [] "Promotion", was the next subject for discussion. It was decided that the Office of Personnel would forward the suggested amendment to the Regulations Control Staff for Agency coordination, and that, after this was done, it would be resubmitted to the Council for approval.

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5. The Council then continued its discussion of the CIA Welfare Board. The Chairman presented a memorandum which outlined the previous discussion on the subject by the Council, certain problems which still were not resolved, and recommendations for immediate action. The Council agreed to the immediate limited distribution of the proposed Notice which dealt with advice to employees of financial assistance available to them. It also agreed that the memorandum published by the Director on 26 October 1953, establishing the CIA Welfare Board, be amended to provide that the Assistant Director for Personnel be established as Chairman and Treasurer, vice the Inspector General who would remain on the Board as a member. The Council further agreed that this Board would administer only those funds obtained from Government Services, Incorporated, and that the separate and distinct charitable foundation would continue to be administered as it had been in the past.

6. The next item for discussion was that of questions and answers concerning the Career Program. It was decided that answers would be transmitted to the individuals who asked the questions as rapidly as possible, and that the Office of Personnel would assume responsibility for formulating all answers except those that might require Council advice at the policy level.

7. The meeting adjourned at 5:05 P. M.

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Acting Executive Secretary

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